Annual Report - 1991

Alberta

Legislative Assembly Office

LEGISLATIVE ASSEMBLY
ALBERTA

OFFICE OF THE CLERK

March 19, 1992

To the Honourable the Speaker of the
Legislative Assembly of Alberta

I have the honour to submit the fourth annual report of the Legislative Assembly Office for the calendar year ended December 31, 1991.

This report includes the annual report of *Alberta Hansard* as required by Standing Order 110.

Respectfully submitted,

W.J. David McNeil
Clerk of the Legislative Assembly

Legislative Assembly Office

Annual Report

Alberta

Prepared for the Honourable David J. Carter
Speaker of the Legislative Assembly
Legislative Assembly of Alberta

Introduction

The Legislative Assembly Office: In Service to Alberta's Parliament

The historical origins of the Legislative Assembly Office of Alberta can be traced to the 14th century in England when the first Speaker was elected by Parliament and the first Clerk appointed. In recent years the Office has sometimes informally been referred to as the Speaker's department. The current title was made official by the passage of the Legislative Assembly Act in 1983.

The most common misconception about the Legislative Assembly Office is that it is a branch of the government and that its staff are government employees. The government is the executive branch of the parliamentary system and is responsible for applying and enforcing laws; the Legislative Assembly is the legislative branch and is responsible for establishing those laws. The Legislative Assembly Office provides various types of support to the entire Assembly and to the MLAs of opposition and government parties alike.

The Speaker of the Legislative Assembly, who has administrative authority and responsibility similar to that of the ministers of various government departments, does not belong to the cabinet, cannot be asked questions during Oral Question Period in the Assembly, and cannot participate in the Assembly's debates. The Clerk is the Speaker's chief administrative deputy and has authority and responsibility similar to that of a deputy minister of a government department.

The Speaker's responsibility is twofold. In the Assembly the Speaker maintains order and ensures that business is conducted in accordance with the Standing Orders of the Assembly. Administratively, the Speaker is responsible for maintaining the Assembly's records and for providing a variety of services, including financial administration, purchasing, personnel administration, office automation assistance, public education, and the library. This duality of Assembly and administrative services is a unique characteristic of the Office, is evident throughout the Office, and results in the duties, work hours, and physical location of many staff being significantly different during sessions of the Assembly from what they are otherwise.

A further aspect of the unique nature of the Legislative Assembly Office is its direct relationship to a committee of the Assembly, the Special Standing Committee on Members' Services, of which the Speaker is traditionally appointed chairman. The committee approves the annual estimates of expenditure for the Office and has authority to modify with respect to the Office statutory provisions governing financial and personnel administration. The Members' Services Committee also has the responsibility to regulate constituency office support and members' indemnities, allowances, benefits, and group insurance plans, all of which are administered by the Office.

As well, each party grouping, or caucus, of elected members constitutes a branch of the Legislative Assembly Office. Although technically the administration of each caucus office is under the authority of the Speaker, for obvious reasons these branches operate with considerable autonomy. Caucus branches, of which there are now three, are therefore not part of this report, which includes only branches of the Office under the full control of the Speaker of the Assembly. However, since the caucuses receive financial, administrative, and personnel services, as well as other support from other branches of the Office, reference is made to these services in the reports of other branches. In addition, the consolidated budget estimates of the Office, which are at the end of this report, include the estimates for the caucus branches.

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Overview

Clerk
W.J. David McNeil

The 1991 calendar year was one of significant accomplishment, change and reorganization for the Legislative Assembly Office. On April 1 the Office assumed responsibility for the Visitor Services function formerly managed by the Public Affairs Bureau. With this transfer came eight full-time and 25 wage employees responsible for providing visitor programs and tours for approximately 100,000 visitors to the Legislature complex and Government House in 1991.

The Third Session of the 22nd Legislature commenced on Thursday, March 14, 1991, and adjourned on Tuesday, June 25th, 1991, for a total of 62 sitting days, including 36 night sittings. Fifty-one government Bills and five private Bills received Royal Assent.

Committee activity was highlighted by the creation of the 16-member Select Special Committee on Constitutional Reform, which met 11 times in 1991 and held two rounds of public hearings. The committee is expected to submit its final report in the spring of 1992. As well, the mandate of the Legislative Offices Committee was broadened during 1991 to include responsibility for the new office of Ethics Commissioner, a position created by the passage of Bill 40, Conflicts of Interest Act. The position was advertised in 1991, and the committee is expected to fill it early in 1992.

In fulfilling one of its primary purposes, to protect the institutions and privileges of the Assembly, the Office was involved in preparing legal arguments to be used in a Nova Scotia case involving privilege. This case is to be heard by the Supreme Court of Canada in March 1992. Alberta's Legislative Assembly joins the House of Commons, the Senate, and the Legislatures of all provinces and territories except New Brunswick as intervenors in this important case.

The Assembly continued its publishing activities with the release of two historical books on Alberta's political leaders. *Lieutenant-Governors of the Northwest Territories and Alberta, 1876-1991* and *Premiers of the Northwest Territories and Alberta, 1897-1991* were released on Canada Day.

As a result of a number of thefts from constituency offices, a pilot project was initiated involving the implementation of electronic security systems in four offices. At the end of the year a proposal was submitted that would give all constituency offices the opportunity to utilize this technology.

As a result of significant deterioration in the Chamber's sound system, plans were made to replace the amplification and switching equipment with current digital technology. In cooperation with the Department of Public Works, Supply and Services and outside consultants, a new sound system was designed. The system is expected to be installed early in 1992, prior to the opening of the Fourth Session of the 22nd Legislature.

Major environmental initiatives launched by the Office included using recycled paper in the publication of all Assembly documents and printing an abbreviated Order Paper three days a week, which considerably reduced paper use and printing costs.

One of the longest serving staff members of the Assembly, Parliamentary Counsel Michael Clegg, QC, announced his resignation from the Office in early February. As well, the Director of Administration, Kathy Bruce-Kavanagh, resigned in November to take on a challenging role in the department responsible for seniors. We thank them both for their significant contributions to the Office and wish them well in their future endeavours.

Frank Work was appointed Parliamentary Counsel in September, and Scott Ellis was hired as Director of Administration effective January 2, 1992.

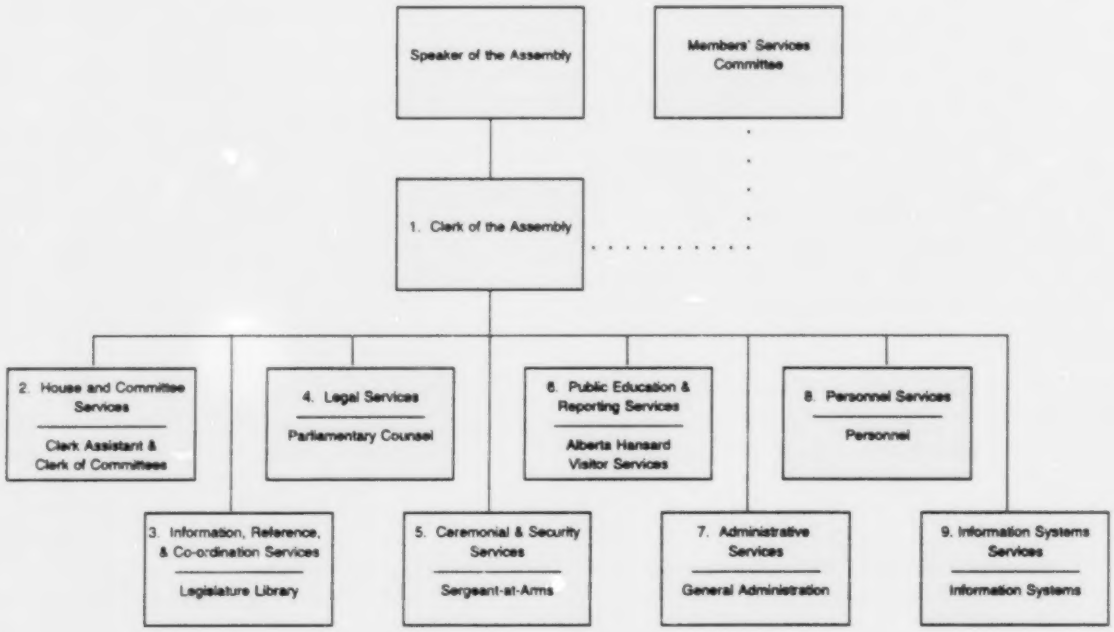
Legislative Assembly Office

Purpose Statement

Within the traditions of parliamentary democracy as constitutionally established in Alberta:

1. To assist the Assembly in protecting its institutions and privileges.
2. To provide assistance and support to the Speaker of the Legislative Assembly in carrying out the duties of office.
3. To provide assistance and support to members in carrying out their role as elected representatives of the people of Alberta.
4. To record the proceedings and maintain the records of the Legislative Assembly.
5. To provide public information and educational services on behalf of the Assembly.

Functional Organization Chart



Functional Statements

1. Clerk of the Legislative Assembly

- Provides advice and support to the Speaker and members on procedural and administrative matters.
- Manages the Legislative Assembly Office.
- Acts as Secretary, Alberta branch, of the Commonwealth Parliamentary Association.

2. House and Committee Services
Clerk Assistant and Clerk of Committees

- Provides procedural advice to the Speaker and members of the Assembly.
- Manages support services to legislative committees.
- Maintains House records and manages Legislative Assembly Office records.
- Manages production of House documents.

3. Information, Reference, and Co-ordination Services
Legislature Library

- Provides information and reference services to the Legislative Assembly.
- Co-ordinates a number of co-operative programs among Alberta government libraries.

4. Legal Services
Parliamentary Counsel

- Provides legal services to the Speaker, members of the Assembly, and staff of the Legislative Assembly Office.
- Drafts Assembly documents, including private members' Bills and motions.
- Provides legal services to the Chief Electoral Officer.

5. Ceremonial and Security Services
Sergeant-at-Arms

- Provides security services to the Legislative Assembly.
- Provides page and messenger services to the Assembly during its sittings.

6. Public Education and Reporting Services
Alberta Hansard *and Visitor Services*

- Produces the official report of what is said during meetings of the Legislative Assembly and its committees.
- Welcomes visitors and provides public education services for the Legislative Assembly.
- Provides public information about the Legislative Assembly.

7. Administrative Services
General Administration

- Provides financial and administrative support to the Legislative Assembly.

8. Personnel Services
Personnel

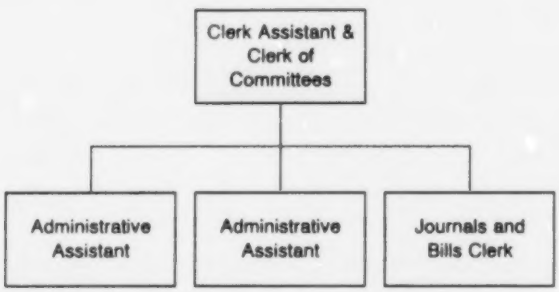
- Provides human resource management services to the Legislative Assembly.

9. Information Systems Services
Information Systems

- Provides electronic data processing and office automation services to the Legislative Assembly.

House and Committee Services

Clerk Assistant and Clerk of Committees
Karen South



Even though there were 28 fewer House sitting days in 1991 than in 1990, the workload of the branch continued at a very high level. New developments included the work of the Select Special Committee on Constitutional Reform, the expanded mandate of the Committee on Legislative Offices, a detailed review of Standing Orders, and work on an annotated version of Standing Orders.

Excluding Bills, the number of notices of private members' House business reviewed by the Table officers was 358, down from 404 the previous year. Statistics related to the business of the House itself are shown on pages 6 and 7.

A new practice designed to reduce paper consumption and costs was instituted for session so that the entire Order Paper was printed in full only on Tuesdays and Thursdays, the days when private members' business is considered. On Mondays, Wednesdays, and Fridays abbreviated versions of the Order Paper, without the private members' business, were printed, and each caucus was provided with a copy of the complete Order Paper. As a result of the Legislative Assembly Office's new environmental policy, Votes and Proceedings and the Order Paper were printed on recycled paper for the first time.

The standing committees of the Legislative Assembly met 61 times in 1991, compared with 66 times in 1990. Nine meetings were held prior to dissolution of the Second Session on March 13, and 52 meetings were held during the Third Session. Active standing committees in 1991 included the Alberta Heritage Savings Trust Fund Act (25 meetings), Legislative Offices (14), Members' Services (5), Private Bills (8), and Public Accounts (9).

The mandate of the Legislative Offices Committee was broadened during 1991 to include responsibility for the new Ethics Commissioner, a position created by the passage of Bill 40, Conflicts of Interest Act. Advertising for the commissioner and a senior administrator for the office was undertaken in 1991, and the committee expected both positions to be filled early in 1992.

On March 26 the Assembly voted to create a 16-member Select Special Committee on Constitutional Reform. Staff from the Department of Federal and Intergovernmental Affairs provided support for this committee and were assisted throughout by the two administrative assistants in the committees branch of the Legislative Assembly Office. In order to generate maximum input on this important subject, there was a program of print and broadcast media advertising encouraging public input via the telephone, in writing, and at public hearings.

During 1991 the committee met 11 times, including discussions with aboriginal groups and with the Select Committee on Ontario in Confederation, and held two rounds of public hearings. For the public hearings, the committee divided into two subcommittees, which conducted public hearings during the week of May 24 to June 1, when 10 communities were visited. In response to numerous requests from the public, the committee held additional hearings in six locations during the weeks of September 9 to 13 and September 23 to 27. In the summer a third subcommittee was established to work out the details of a public opinion poll

which the committee decided to undertake in the fall. This subcommittee met five times.

The Constitutional Reform Committee is expected to complete its work and present its report early in 1992.

In the fall the Speaker and Table officers conducted a general review of the Assembly's Standing Orders, and recommendations for changes were drafted and distributed to all members for their review and consideration. As well, the Clerk Assistant completed a draft of annotated Standing Orders which provides both a historical summary and a brief commentary on the purpose of each order.

The guidelines for committee chairmen were updated in 1991. Added to the guidelines is a quick reference summary of matters which are most frequently brought to the attention of Alberta committee chairmen.

The records management policy of the Legislative Assembly Office was reviewed and updated. When appropriate, records were transmitted to the Provincial Archives for retention or eventual destruction.

Branch staff attended the professional development seminar for Canadian Clerks-at-the-Table, the annual meeting of the Canadian Council of Public Accounts Committees, and the Canadian Comprehensive Auditing Foundation conference as part of the ongoing responsibilities associated with their positions.

Comparative Statistics

Oral Question Period						
	Third Session (1991)			Second Session (1990)		
Caucus	Questions	Suppl.	Time (Min.)	Questions	Suppl.	Time (Min.)
New Democrat						
Spring	339	460	1,397	409	555	1,725
Fall	–	–	–	87	115	375
Total	339	460	1,397	496	670	2,100
Liberal						
Spring	220	278	808	247	319	1,028
Fall	–	–	–	46	61	173
Total	220	278	808	293	380	1,201
Progressive Conservative						
Spring	184	181	584	210	207	686
Fall	–	–	–	44	43	136
Total	184	181	584	254	250	822
Totals						
Spring	743	919	2,789	866	1,081	3,439
Fall	–	–	–	177	219	684
Grand Total	743	919	2,789	1,043	1,300	4,123

Comparative Statistics

	Third Session (1991)	Second Session (1990)
Sitting Days		
Spring	62	75
Fall	0	15
Evening Sittings		
Spring	36	36
Fall	0	9
Government Bills		
Introduced	53	57
Received Royal Assent	51	56
Private Bills		
Introduced	8	11
Received Royal Assent	5	7
Private Members' Public Bills		
Introduced	60	80
Received Royal Assent	0	0
Government Motions		
Debated	22	21
Agreed to	21	19
Private Members' Motions		
Debated	19	20
Agreed to	3	2
Defeated	1	0
Withdrawn	1	8
Written Questions		
Considered	113	130
Accepted	41	67
Not accepted	69	56
Withdrawn	0	1
Motions for Returns		
Considered	154	171
Agreed to	25	23
Defeated	42	114
Withdrawn	1	1
Committee of Supply (days)		
Main estimates	25	25
Heritage Savings Trust Fund	5	5
Capital Fund	2	2
Tablings and Filings		
Tablings required by statute	95	168
Voluntary tablings	97	90
Filings	156	119
Petitions (excluding private Bills)		
Presented	29	27
Read and received	4	7
Ministerial Statements	14	27

Information, Reference, and Co-ordination Services

Legislature Library

Assistant Deputy Minister/
Legislature Librarian
D. Blake McDougall

The Legislature Library met close to a record level of demand for information and reference services in 1991 after having set new records for five consecutive years. In addition to the regular work of the library's two sections, a major new initiative was undertaken to computerize the indexes to the library's holdings, more microfilming of weekly newspapers was completed, plans were made for additional storage space, and the Assistant Deputy Minister/Legislature Librarian took on additional financial responsibilities.

The library's Information and Reference Services section, located at the Legislature Building, had, by the end of 1990, set new records for high volumes of service for five years in a row. Although the Assembly sat 31 percent fewer days in 1991 than in 1990, the volume of service provided by the Legislature Library was only 8 percent less than the previous record high established in 1990.

During 1991 the library continued to facilitate resource-sharing among Alberta government libraries. The library's Co-operative Government Library Services section, located at the Legislature Annex, also continued to provide technical counsel to government department officials regarding the development of special library operations. In addition to responding to many routine requests for this type of assistance in 1991, the section undertook more extensive work for the Department of Recreation and Parks.

The Co-operative Government Library Services section also continued to maintain the Alberta Government Libraries' Union Catalogue, the Union List of Serials in Alberta Government Libraries, Alberta Government Libraries' interlibrary loan service, *Directory of Alberta Government Libraries*, and the *Alberta Government Libraries Newsletter*. All of these programs foster resource-sharing among provincial government libraries and thereby enable the Alberta government to realize significant savings in operating costs.

In March a Legislature Library EDP (electronic data processing) committee was organized to plan for the eventual implementation of a computerized indexing system. The type of system being considered would be superior to the Legislature Library's existing three batch-type systems because it would provide one point of access, rather than three, to the library's indexes, and library users could access the library's indexes and order files from remote locations. Implementation of such a system would take two years. The committee completed a benefits study of the new system, developed detailed specifications for it, and at year's end was studying the systems currently available on the market. Late in 1991 a B budget proposal for the 1992-93 fiscal year was developed for presentation to the Members' Services Committee, which, if approved, would enable implementation to begin in 1992.

The Legislature Library continued its long-term project of microfilming Alberta weekly newspapers. The object of this work is to preserve the record contained in the deteriorating originals and to make this material more widely available to Albertans. These microfilm records can be borrowed through interlibrary loan and used at any library in Alberta that has microfilm reading equipment. The library and the Glenbow archives collaborated once again in 1991, completing the major project of microfilming Claresholm weekly newspapers for 1907 to 1989. At the end of 1991 preparations were being made to microfilm, on a co-operative basis, all archival files of Drumheller weekly newspapers, another major project. On an independent basis, the Legislature Library microfilmed the following Alberta weekly newspaper titles during 1991: *Forestburg Advance, Press, Herald,* and *Home News*, and the *Rimbey Advance* and *Record*.

A need for additional storage space for the library's ever-growing collection was first identified in 1989. Consequently, a request for 1,000 additional square feet in the government centre area of Edmonton was filed with Alberta

Public Works, Supply and Services in 1990. In 1991 plans were being made for this space, which will be shared with Alberta government libraries in order to ensure its maximum utilization. The space is expected to be available in 1992.

When appropriate, the Legislature Library makes its facilities at the Legislature Building available for state receptions, media interviews of Alberta legislators, and special presentations. In March the library was used for a reception following the installation of the new Lieutenant Governor of Alberta, the Honourable T. Gordon Towers, and later the same month it was the site of a reception following the opening of the Third Session of the 22nd Legislature. As well, several media interviews were conducted on library premises during 1991.

The deteriorating physical condition of the main library facility at the Legislature Building continued to be a concern. During 1991 more restoration work was done on the cork floor, and a plan was developed for redecorating the library during 1992-93. This work is being co-ordinated by Alberta Public Works, Supply and Services.

As well as carrying out his responsibilities as Alberta's parliamentary librarian, the Assistant Deputy Minister/Legislature Librarian continued to assist the Legislative Assembly Office with financial and EDP matters. He served as vice-chairman of the Legislative Assembly EDP management committee, assisted with preparing the Assembly's 1992-93 estimates and problem-solving regarding the administration of Assembly funds, and co-ordinated the 1990-91 legislative interns' travel program and the preparation of their final papers. During the latter part of 1991, following the resignation of the Director of Administration, the Assistant Deputy Minister served as Acting Director of Administration, was given responsibility for supervising the position of Director of Administration, and in December was appointed Senior Financial Officer of the Legislative Assembly Office.

In 1989 the Speaker directed the Assistant Deputy Minister/Legislature Librarian to produce two books on Alberta's political leaders. *Lieutenant-Governors of the Northwest Territories and Alberta, 1876-1991* and *Premiers of the Northwest Territories and Alberta, 1897-1991* were released on Canada Day 1991.

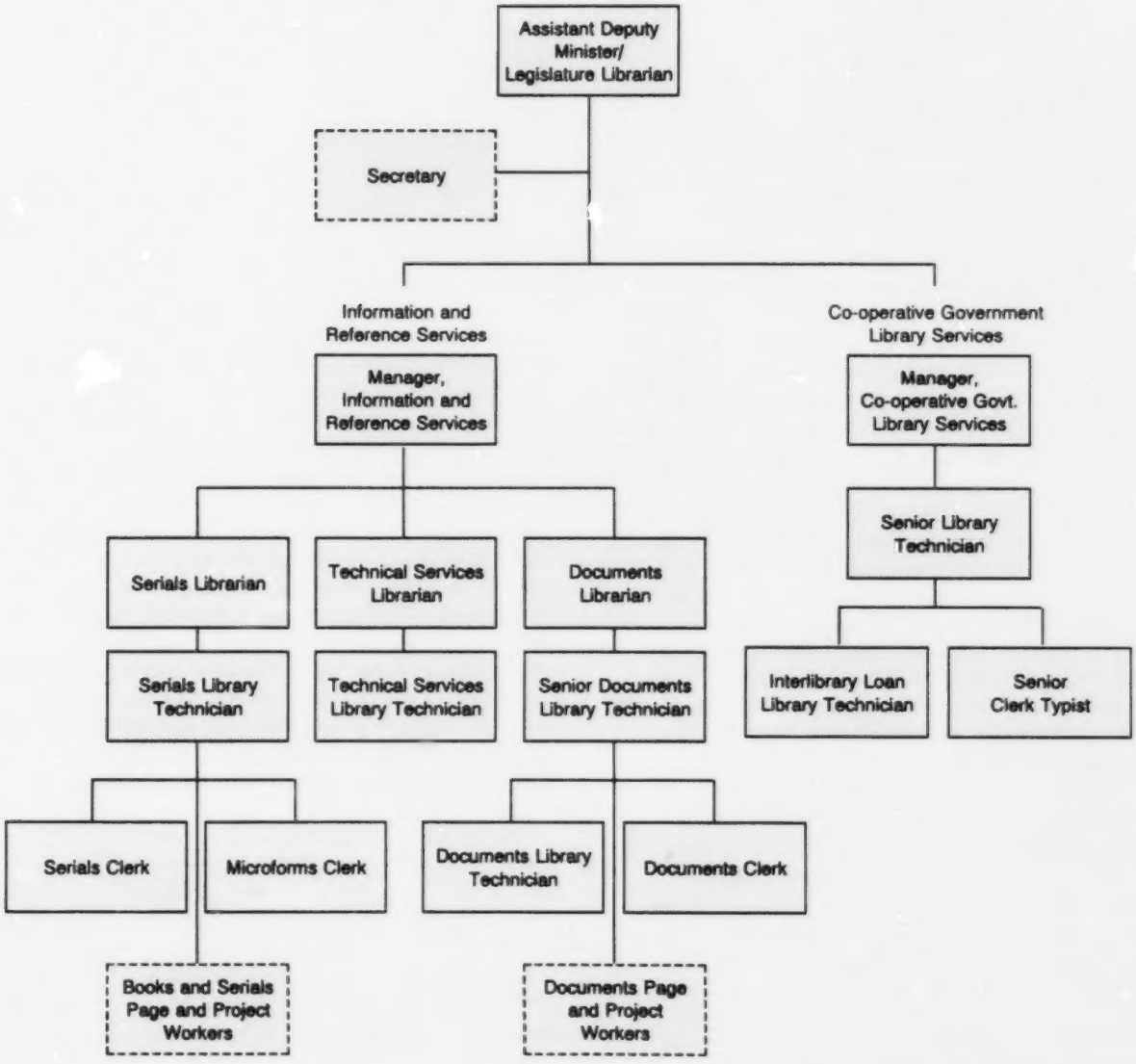
The Legislature Library was represented at the annual conferences of the Library Association of Alberta and the Alberta Association of Library Technicians and the annual meeting of the Association of Parliamentary Librarians in Canada. These conferences provided representatives of the staff with opportunities to keep abreast of current developments in the library field.

Finally, the Legislature Library continued to provide orientation and training for new users, especially new users from Assembly caucus offices, and to students of various related educational organizations. As well, survey data regarding the library were provided to a wide variety of organizations.

Comparative Statistics

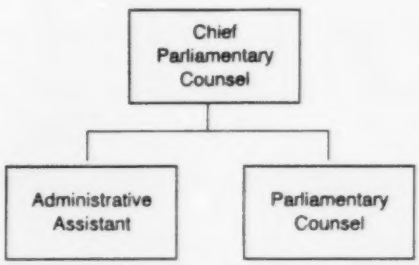
	1991	1990
Information and Reference Services		
Total number of volumes (by conventional count)	221,589	203,538
Circulation (items borrowed for use outside library)	7,635	8,231
Number of requests for quick information service (less than 15 minutes)	9,890	10,879
Number of requests for extended reference service	1,073	1,072
Co-operative Government Library Services		
Titles in Alberta Government Libraries Union Catalogue	224,500	182,643
Titles in Union List of Serials in Alberta Government Libraries	11,397	10,758
Number of requests serviced by the Alberta Government Libraries' interlibrary loan service	6,889	6,803

Legislature Library
Organization Chart



Legal Services

Parliamentary Counsel
Michael P. Ritter and Franklin Work



In 1991 the Parliamentary Counsel office drafted a record number of private members' Bills, continued to provide procedural and legal advice, was reorganized in several significant ways to enhance the services provided to its clients, and prepared to shift part of its workload to the newly created office of Ethics Commissioner. As well, a significant amount of work was done to prepare arguments to be used in a Nova Scotia case to be heard by the Supreme Court of Canada in March 1992, a case which could have a significant impact on parliamentary privilege across the country.

In February, Michael Clegg, who had served the Assembly since 1975, resigned following his engagement to marry a member of the Assembly. Since there was not enough time to hire a replacement before the spring sittings, the workload was assumed by the remaining counsel, Michael Ritter. After session, Mr. Ritter was designated Chief Parliamentary Counsel, and in September Franklin Work of Calgary was hired following an open competition. In the fall a new practice was instituted to ensure that each counsel is fully familiar with the duties of the other, a departure from the previous system in which each counsel specialized in his own area of expertise. The objective is to enhance service to all clients by recognizing that in an office with only two counsel, both should be generalists and be able to cover for the other when necessary.

The spring sittings brought with them a record number of private members' Bills for drafting and a high volume of motions, motions for return, and written questions, all of which required the scrutiny and advice of counsel. The office prepared approximately 130 private members' Bills, which was particularly challenging since the position of the counsel who had had the primary responsibity for legislative drafting was vacant. Consequently, private counsel were contracted to draft these Bills under Mr. Ritter's supervision.

Fewer private Bills than usual were proposed: in all, the Private Bills Committee considered eight private Bills, five of which the Assembly subsequently passed. Most private legislation was routine or relatively noncontentious, but at least two required the committee to consider some very difficult issues.

During session and outside it, counsel continued to provide the Speaker, all other members, and the other branches of the Legislative Assembly Office with prompt and accurate procedural and legal advice. With the passing of the Conflicts of Interest Act, the office prepared for handing over all members' personal disclosures of direct associates to the new Ethics Commissioner, who was expected to be appointed early in 1992. Prior to the new legislation counsel provided confidential legal advice to all members to ensure compliance with the Legislative Assembly Act.

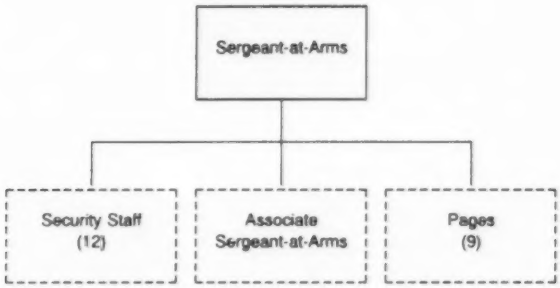
One of the most important and complex issues dealt with by the office was the privilege case of *Arthur Donahoe, in his capacity as Speaker of the Nova Scotia House of Assembly v. CBC*, which was to come before the Supreme Court of Canada in March of 1992. Counsel monitored legal developments very closely with regard to the CBC's action against the Nova Scotia Speaker for the right to bring television cameras into the Assembly Chamber. Alberta's Legislative Assembly has allowed

television cameras in the Chamber since 1972, but Alberta's Speaker joined the action as an intervenor because of the critical issues of parliamentary privilege inherent in the case. All other Canadian jurisdictions, with the exception of New Brunswick, have also become intervenors. Counsel researched the privilege issue extensively throughout the year and prepared a factum arguing the Alberta Speaker's point of view and co-ordinating that with arguments being presented on behalf of Yukon and the Northwest Territories. The intervenor action in the *Donahoe* case represents an important priority of the Parliamentary Counsel office because of its responsibility to uphold and defend the rights, immunities, and privileges of the Legislative Assembly and its elected officials as well as to preserve the integrity of the parliamentary system of democracy and the separation of powers.

Ceremonial and Security Services

Sergeant-at-Arms

Sergeant-at-Arms
Oscar Lacombe



In 1991 the branch was involved in several new initiatives, including new security systems for constituency offices, a new procedure for the opening day ceremonies, a special presentation by the Sergeant-at-Arms to his U.S. counterparts, and a study of Quebec legislative security. As well, the branch continued to provide gallery security and page services during Assembly and committee meetings.

As usual, security staff controlled gallery access, but there was less sessional work for them since the Assembly sat 28 fewer days than in 1990. As well, high school students selected from applicants throughout the province once again provided high-quality Page service to the Assembly during session.

The opening day program for the Third Session of the 22nd Legislature included the introduction of a new ceremony. Before the Lieutenant Governor was admitted to the Chamber to read the Speech from the Throne, the Sergeant-at-Arms used a ceremonial Black Rod to knock on the outside of the main Chamber doors to ask permission for His Honour to enter. This was done to emphasize that the Assembly, not the Crown, controls the Chamber and that His Honour enters at the Assembly's request. This ceremony is similar to the practice that has been followed at Westminster and Ottawa for many years.

The problem of break-ins at constituency offices continued in 1991. Approximately $10,000 worth of equipment and materials was stolen from one office, and the number of break-ins overall was higher than in 1990. Consequently, the branch investigated the possibility of a standard electronic security system for these offices. After studying the market, the Sergeant-at-Arms recommended a system, and four were installed in constituency offices late in the year. A proposal was prepared for the Members' Services Committee asking for adoption of the system as a standard package which MLAs could acquire using funds from their constituency allowances.

As President of the Canadian Association of Sergeants-at-Arms, the Sergeant-at-Arms was invited to address Sergeants-at-Arms from U.S. state legislatures at the annual meeting of the National Legislative Services and Security Association. The presentation focused on the differences between Canadian and U.S. legislatures and included discussion of topics arising from his experience in Alberta. These included: security for members and their offices in the capital and the constituency; functions for opening day, Royal Assent, prorogation, and other special occasions; escorting the Speaker and visiting dignitaries; assisting the Speaker in his role as ambassador for the Assembly; memorial ceremonies for MLAs who die in office; safekeeping of the Mace and the fittings and furniture of the Chamber; and supervising both the Chamber security staff and the Page program.

Finally, the Sergeant-at-Arms studied the security arrangements instituted at Quebec's National Assembly following a fatal incident there in 1985. The security force there consists of 115 personnel, including 40 Quebec Provincial Police officers, in an operation that is staffed around the clock every day of the year.

Public Education and Reporting Services

Alberta Hansard *and Visitor Services*

Director of *Hansard* and Visitor Services
Gary Garrison

On April 1, the Visitor Services branch was transferred to the Legislative Assembly Office from the Public Affairs Bureau and joined *Alberta Hansard* in the Reporting and Public Education Services section. For several years the Editor of *Hansard* had been responsible for producing public education materials for the Assembly, and these had been used in Visitor Services programs and distributed to tourists, school groups, and other visitors. Consequently, responsibility for the Office's new branch was given to him, and his title was changed to Director of *Hansard* and Visitor Services. The transfer resulted in organizational changes to both branches, which are expected to continue until full integration of the branches is achieved.

Alberta Hansard
Deputy Editor
Vivian Loosemore

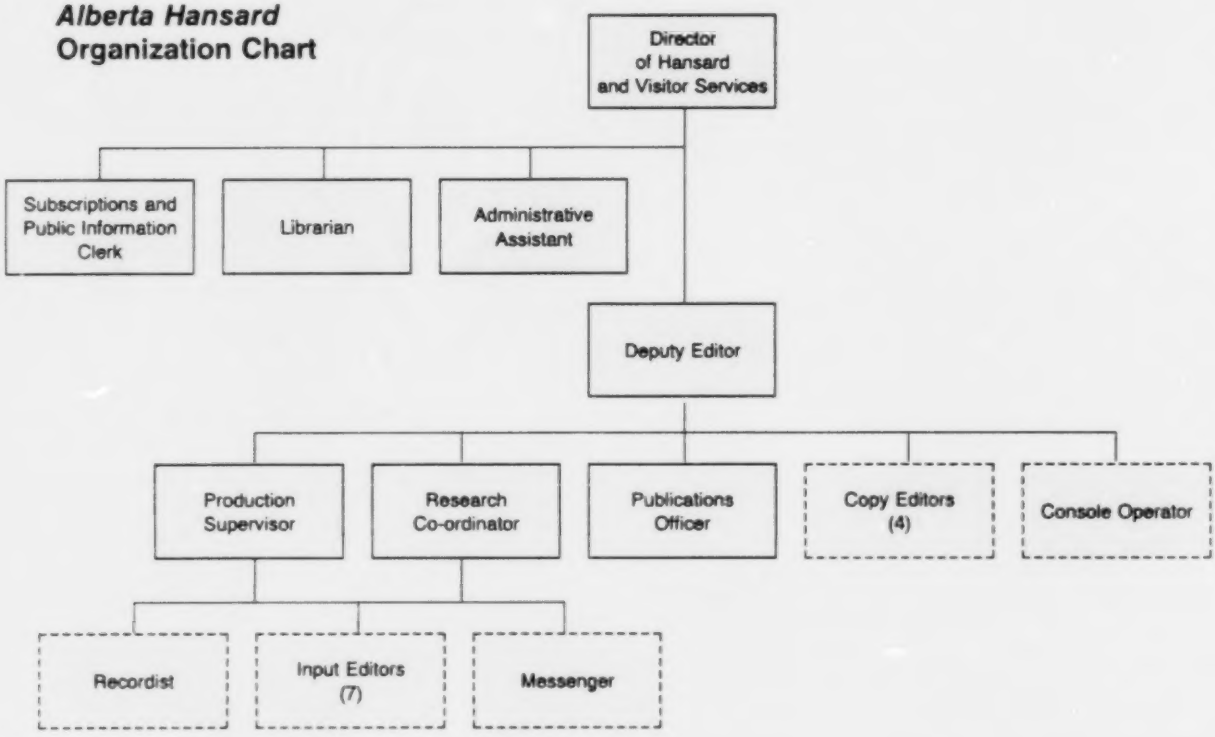
Reporting the extensive public hearings of the Constitutional Reform Committee in 1991 resulted in the *Hansard* workload continuing at recordbreaking levels in 1991, even though there were 28 fewer sitting days than in 1990. At the same time several major organizational changes occurred at *Hansard*. As well as the transfer of Visitor Services, the responsibility for subscriptions and scrolls moved to *Hansard* from General Administration, and a public information telephone line was established. As a result of these changes, additional responsibility was delegated to the Deputy Editor. In addition, one copy editor position became a full-time project position on January 1, work was done on a new sound system for the Chamber, the Hansard Association of Canada conference was hosted in Edmonton in August, a number of internal and external publications were produced, printing services for Assembly documents continued to be acquired and monitored, and the index and on-line search services continued.

The total volume of *Hansard* work in 1991 was slightly higher than that of 1990 because of the extensive public hearings of the Constitutional Reform Committee. The Assembly sat for 62 days and 36 nights in 1991, all of which occurred in the spring. There was a total of 269.5 hours of sittings, which resulted in 2,010 pages of *Hansard* text. This compares with 90 sitting days, 45 nights, 372.4 hours, and 2,878 pages in 1990. Although the workload generated by the standing committees remained very close to 1990 levels, the requirements of the Constitutional Reform Committee made up for the decline in the number of sitting days from 1990 to 1991. In fact, the total number of all Assembly and committee meeting hours reported in 1991 was marginally higher than the previous record established in 1990: 535.7 hours compared to 535.2.

Basic *Hansard* service was enhanced in May by introducing electronic Blues. This enabled authorized users on the Legislative Assembly computer network to read portions of the draft transcripts sooner than they otherwise would have been able to and to print their own copies if they wished.

Early in the session the Assembly created the Select Special Committee on Constitutional Reform and adjourned for a week at the end of May to enable the committee to hold extensive public hearings. There were 100 hours of public hearings at 10 locations around the province during that week. A second round of hearings was held in September, involving 58.5 hours at six locations. In addition to normal transcription services, *Hansard* provided sound amplification, which was accomplished with the help of technical expertise and borrowed equipment from

Alberta Hansard Organization Chart



the audiovisual services branch of the Public Affairs Bureau. As well, additional audio personnel were hired. At the committee's request, approximately 600 copies of the transcripts of both rounds of public hearings and of the aboriginal round table discussion in October were printed and then circulated by committee staff to various libraries and other public access points throughout the province.

Staff continued to produce the *Hansard* index throughout the session, printing regular updates and distributing them to each caucus and to the Legislature Library and Parliamentary Counsel. For the fourth year users were able to perform key-word computer searches of the *Hansard* text of Assembly proceedings. User feedback on the menu system installed at the end of 1990 was positive, indicating that the menus had succeeded in significantly enhancing the system's usefulness.

The transfer of Visitor Services added to the Director's areas of responsibility, resulting in his delegating further aspects of *Hansard* production to the Deputy Editor. The copy editors, the Production Supervisor, the Research Co-ordinator, and the Publications Officer now report to the Deputy Editor instead of to the Director.

In July, Public Works, Supply and Services completed renovations to the ninth floor of the Annex to accommodate the transfer of the subscriptions and scrolls clerk from General Administration to *Hansard*, which occurred on August 1. The distribution point for Bills, *Hansard*s, Votes and Proceedings, and the Order Paper was moved with the position, requiring considerable rack and file space in

which to store these publications for quick retrieval.

With the transfer of that position, the Director of *Hansard* and Visitor Services also assumed responsibility for distributing Assembly publications as well as for printing, which he had held for several years. The 1991 printing contracts for Assembly publications were again handled through the *Hansard* office, and for the first time, recycled paper was used exclusively.

The installation of a new telephone system in the Legislative Assembly Office facilitated the creation of a public information line. The primary responsibility for that line was given to the subscriptions and scrolls clerk, and in five months 766 calls were received even though the number was not advertised except in the RITE directory.

The sound system in the Chamber, which has been in place since 1977, continued to deteriorate in 1991, and plans were made to replace the amplification and switching equipment with new digital technology. Being responsible for the system's operation, the Director was heavily involved in the design of the new system, attending a hands-on orientation program for it in November. The equipment is scheduled to be in place for the opening day of the spring sittings.

Preparation for hosting the 1991 Hansard Association of Canada conference were ongoing for the first half of the year; the conference itself was held August 21 to 23. The Canadian Legislature Recording and Broadcast Association has been affiliated with the Hansard Association since 1988 because of the significant overlap of interests between the two areas, and their annual meetings were held in conjunction with the Hansard conference. A total of 39 delegates and 13 guests attended from outside Alberta. Nine provinces, two territories, both federal Houses, and the U.K. House of Commons were represented. Both the formal and informal exchanges that occurred at the conference were useful, and many valuable contacts among the delegates were made or maintained.

During the formal sessions, information was shared on developments in each Legislature and workshops were held to discuss various topics of mutual interest, including economic realities for *Hansards* in the '90s; maintaining quality in *Hansard* production staff; editorial oddities such as anecdotes, malapropisms, epithets, and so on; reporting public hearings; and developments in word processing and publishing software and hardware.

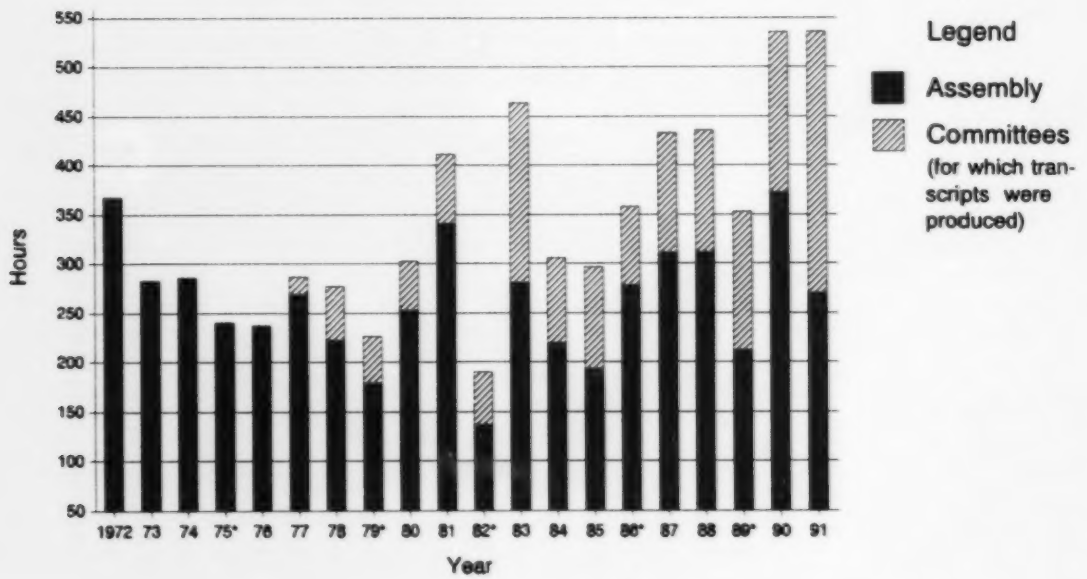
Topics discussed by the Recording and Broadcast Association included developments in video compression and satellite services, Alberta's new digital sound system, off-site committee recording, VBI (video blanking information) distribution for closed captioning and other uses, and new recording and broadcast technology.

Hansard continued to have responsibility for providing a variety of editorial services in 1991, and some new items were added, primarily because of the transfer of Visitor Services to the Legislative Assembly Office. Three issues of the staff newsletter *Under the Dome*, the 1990 annual report of the Legislative Assembly Office, a revised *Members' Guide*, and the Chamber seating plan were once again produced at various times of the year. Items new to *Hansard* included the program for the opening day of session and a brochure entitled Alberta Legislature Grounds: Self-Guided Tour, which was produced in co-operation with Visitor Services. Extensive planning and design work was done on a full-colour brochure to be given to tourists as a memento of the Legislature Building. French versions of two videos, *Your Legislative Assembly at Work* and *The Legislature Building: Alberta's Story*, were produced, made available for purchase by MLAs, and used in Visitor Services programming. Toward the end of the year, three of the fact sheets were translated into French, and printing of these is slated to occur early in 1992.

Comparative Statistics

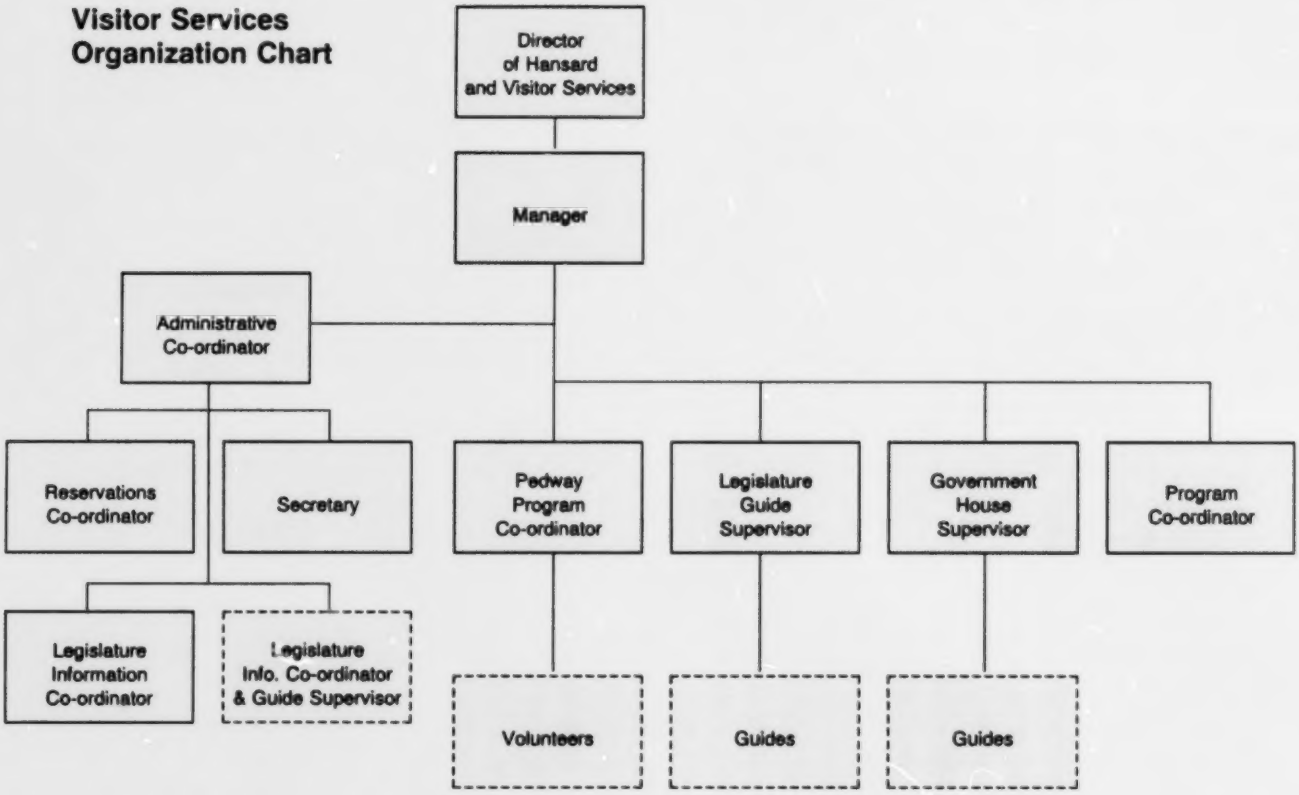
	1991	1990
Assembly		
Sitting days	49	90
Evening sittings	36	45
Sitting hours	269.5	372.4
Total *Hansard* pages	2,010	2,878
Committees		
Meetings reported	132	106
Meeting hours	266.2	162.8
Total transcript pages	2,136	1,446
Index inquiries		
Legislative Assembly	157	138
Departments	62	43
Public	20	25
Total	239	206
On-line inquiries		
Legislative Assembly	16	43
Departments	8	7
Public	13	5
Total	37	55
Assembly publications and information		
Scroll requests	3,090	3,481
Hansard subscriptions	928	627
Bound *Hansard* subscriptions	72	81
Sessional mail subscriptions	417	696
Journals subscriptions	514	450
Votes and Proceedings subscriptions	435	453
Bills, hand-delivered	222	308
Orders of the Day, hand-delivered	442	455
Public information calls	766	—

Assembly and Committee Meeting Hours



*indicates an election year

Visitor Services Organization Chart



Visitor Services
Manager
Maryanne Gibson

In 1991 the transfer of Visitor Services from the Public Affairs Bureau to the Legislative Assembly Office affected all areas of branch activity. At the same time, the branch continued to handle a very high level of visitor traffic. The total number of visitors taking advantage of tours and programs at the three sites – the Legislature Building, the pedway, and Government House – was down slightly, but the number of booked programs was up dramatically. The reception desk was relocated, resulting in a 40 percent increase in traffic handled by that position. As well, the demand for civil service orientations increased, there was some staff turnover, the branch assisted with a number of special events, and contact was maintained with the tourism industry locally and with other Legislatures in Canada.

When the transfer to the Legislative Assembly Office was finalized early in 1991, a decision was made to transfer the service at McDougall Centre to Executive Council and to retain Visitor Services' responsibility for the Legislature Building, the Legislature pedway, and Government House. The first priority was to produce a budget proposal for 1991-92, which was approved by the Members' Services Committee in February. Not long afterwards

arrangements were made to provide computer terminals and laser printers for the staff so that their equipment would be compatible with the Legislative Assembly Office's local area network, and full-time staff were enrolled in training courses to help them become more familiar with the new equipment. The telephone system was later changed over to link the branch more closely with the new organization. The transfer brought numerous other changes in administrative and personnel practices, and the branch had to be mindful even of matters as minor as letterhead, business cards, and the colour of the *Preview* newsletter, which was changed from government blue to Legislative Assembly green.

Early in 1991 a new reception desk was installed just inside the main (north) doors of the Legislature Building, and the receptionist was moved to that desk from the previous location at the north end of the rotunda. This move facilitated a closer working relationship with the security staff who are located in the same area and enabled security screening and welcoming to be co-ordinated. In addition to those who took tours, the receptionist welcomed 24,114 other visitors who did not have time to take the full tour or simply wished to look around the rotunda.

Even though the number of sitting days in 1991 was one-third less than in 1990, the number of visitors taking tours or participating in programs remained virtually constant. The three videos produced by *Hansard* continued to supplement the tours for booked groups, and the various programs offered in the Legislature and the pedway continued to be popular.

Feedback is routinely requested from teachers and others taking tours or participating in programs. Existing programs are subsequently modified, as appropriate, to better suit the audiences' needs, while the design of new programs is significantly influenced by this feedback. Included in the feedback process is an opportunity for clients to evaluate the quality of the service, and in 1991 the ratings averaged 4.5 on a 5-point scale; that is, between "very good" and "excellent."

The basic tour was changed during the year to include information on the portraits of Alberta's Famous Five, the women who won legal recognition for women as persons; a commentary on Chief Crowfoot, whose statue is in the rotunda; and a stop at the Legislature Library. As well, work was done to tailor a program to suit the specific needs of English as a Second Language students, and plans were begun to develop activities that would appeal specifically to seniors.

A significant amount of work was done to improve the marketing and usefulness of programs provided for school groups, since they are by far the biggest users. A special mail-out was sent to all Alberta schools in September. It provided enough detail on the variety of programs offered at the Legislature to enable teachers to appreciate how the programs might fit into their curriculum. Apparently as a result of the mail-out, bookings by school groups were up significantly in the fall.

Another major initiative was work on developing a guide designed to help teachers prepare their students for a visit to the Legislature by outlining information on the history of parliamentary democracy and how the Alberta Legislature works. The teacher's guide will also include outlines of suggested activities for the students and ideas on how to follow up on the visit so that the students will get the most out of the experience. Completion of the guide is scheduled for early in 1992.

Yet another group identified for its special needs was the civil service. Interest in the civil service orientation (CSO) program grew in 1991 from its humble beginnings in 1990 as more departmental personnel discovered the value of understanding the legislative process and the vital connection between them and their minister's office.

Efforts to educate the general public about the legislative process continued with the circulation of 35,000 copies of the Legislative As-

sembly Office fact sheets, and space was rented at the Agri-Trade Show in Red Deer in November where Visitor Services' display was seen by 11,435 people, 900 of whom stopped to learn more about the Assembly. In addition, the monthly *Preview* newsletter continued to be produced to keep people informed of upcoming events at all three sites and developments at Visitor Services.

There was a significant decrease in the number of visitors to Government House in 1991. There appeared to be two reasons for this. First, the decline in admissions to the Provincial Museum had a spillover effect. Because Government House is isolated from other attractions in the city, traffic to the two sites is closely linked. Second, scaffolding covered large portions of the exterior of Government House for a period of time, making access difficult.

At the pedway four new programs were developed and implemented to replace three that had become obsolete. Special outdoor programs developed for out-of-school care and day care groups were heavily booked during the summer, and indoor activities tended to be booked by kindergartens and schools during the school year.

Special events at which Visitor Services staff assisted were the Lieutenant Governor's New Year's Day Levee at Government House, the opening of the Third Session of the 22nd Legislature, the Government House Heritage Day Garden Party, the investiture of Alberta's 13th Lieutenant Governor, and Christmas at the Legislature. The staff's most extensive involvement was in the Christmas celebration, which entertained nearly 6,000 visitors (for further details see Special Events, p. 32).

Personnel changes in 1991 included the resignation of the program co-ordinator in November. In addition, three new guides were hired in order to maintain a guide pool of 17 part-time persons, and persons from the part-time pool were employed to cover off as Government House guide supervisors. They were replacing the supervisor who retired in the spring after holding that position since 1984. The branch was supplemented by one person through the Quebec/Alberta exchange program in the summer and a second through the summer temporary employment program and by 26 volunteers who helped in the pedway. As in 1990, Visitor Services participated in the student work experience program administered by Rosslyn junior high school.

To keep a high profile in the community, stay abreast of the latest techniques in interpretation, stay informed of tourism trends, and help co-ordinate promotional efforts with other attractions, Visitor Services maintained affiliations with several other organizations during the year. These agencies included Edmonton Tourism, the Edmonton Tourism Attractions Committee, the Greater Edmonton Interpretive Network, Alberta Tourism, the Tourism Industry Association of Alberta (TIAALTA), Edmonton A.M. Tourism Committee, and the branches of other Legislatures in Canada responsible for visitor services. The second annual national visitor services conference was held in Toronto, in June and was attended by the branch manager.

Comparative Statistics

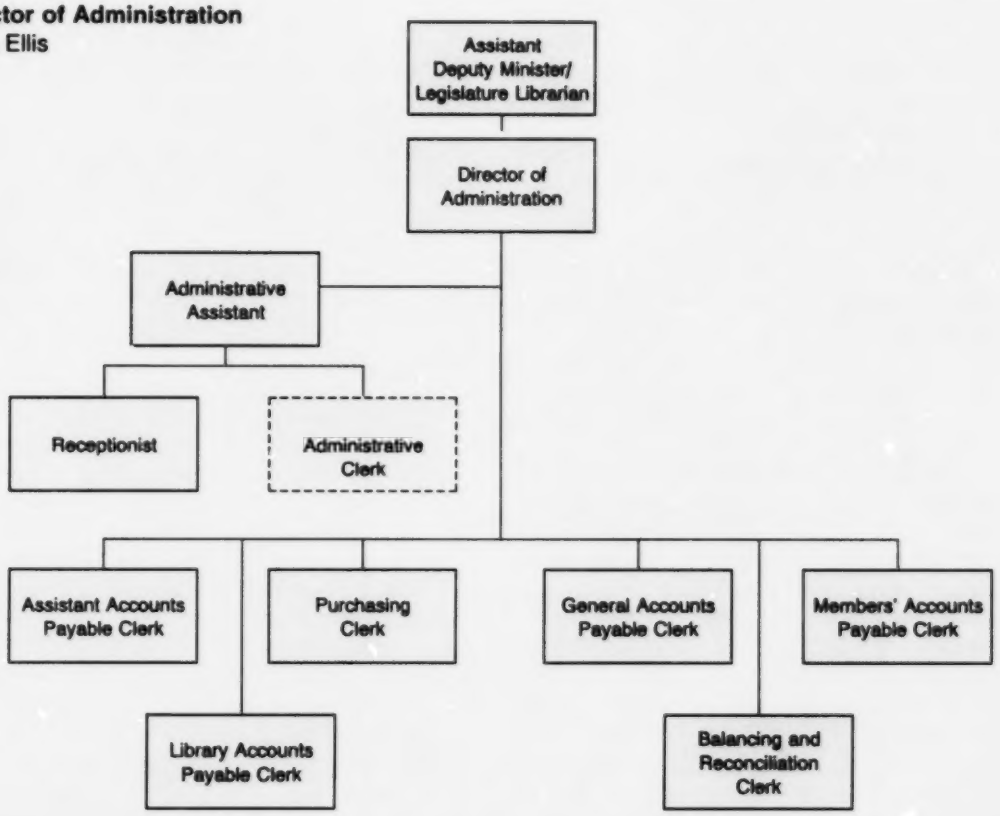
Tour and Program Bookings	1991	1990
Total bookings, all sites	934	1,007
Total tours, all sites	5,024	5,362
Legislature Building		
Groups booked for session	248	367
Chamber gallery seats reserved	9,778	11,675
Total tours conducted	4,367	4,011
VIP tours	96	78
Civil service orientation tours	15	4
Videos booked	105	122
Other programs booked	165	45
Alberta Pedway Display & Info Centre		
Volunteer hours logged	813	839
Programs booked	146	123
Brochures distributed	59,528	84,017
Displays exhibited	9	26
Inquiries	1,372	–
Government House		
Tours conducted	360	336

Visitors	1991	1990
Legislature Building		
Visitors on tour	60,850	61,362
Other visitors	24,114	–
Total, Legislature Building	84,964	61,362
Alberta Pedway Display		
Total visitors	10,698	11,903
Government House		
Total visitors	3,153	3,856
Total visitors, all sites	98,815	77,121

Administrative Services

General Administration

Director of Administration
Scott Ellis



General Administration continued to provide support services to members' constituency offices, caucus offices at the Legislature, committees, and the other branches of the Legislative Assembly Office throughout 1991. Noteworthy events included the appointment of a new Director of Administration, the transfer of the scrolls and subscriptions function and one staff member to *Hansard*, reorganization of the telephone system within the branch and throughout the Legislative Assembly Office, and completion of the service effectiveness survey undertaken in the 1990-91 fiscal year.

The primary ongoing responsibility of the branch is to provide accounting, financial, and administrative services to the Legislative Assembly. In the 1990-91 fiscal year a survey was undertaken to evaluate the effectiveness of the branch in providing these services. The responses received were from support staff in constituency offices (47) and Legislature offices (29), and members (23). The survey identified six service areas and asked the respondents to rank the level of service in each area. The results indicated that overall, 97 percent of the responses ranked the services as good to excellent in all areas. Comments and suggestions gathered in the process of the survey were reviewed to determine what further enhancements could be made.

A number of noteworthy organizational changes were made during the year. The Dir-

ector of Administration and the Director of Information Systems jointly planned and co-ordinated the implementation of a new telephone system for the Legislative Assembly Office. The new system enabled outside calls to go directly to the specific person or branch being called, rather than going through a receptionist. This system resulted in more individualized service to clients by all areas of administration, but the most significant impact was on the receptionist, who has been able to provide more direct accounting support, primarily by processing telephone invoices, more accurately allocating telephone charges to the various areas, and more effectively tracking out-of-country calls.

Because of the expanded mandate of the *Hansard* and Visitor Services area, during the summer the scrolls and subscriptions clerk was transferred to *Hansard* and her accounting responsibilities given to the reconciliation clerk. The scrolls and subscriptions clerk was also given responsibility for answering a new public information telephone line, enabling many of the calls which normally had come to administration to be diverted elsewhere.

Kathy Bruce-Kavanagh, who had been Director of Administration since 1987, resigned on November 15. Following an open competition late in the year, Scott Ellis was appointed her successor, effective January 2, 1992. In the interim, the Administrative Assistant prepared and co-ordinated the 1992-93 budget estimates for review and approval by the Members' Services Committee. Other duties of the position were covered by the Assistant Deputy Minister/Legislature Librarian, and the organizational structure was modified so that the Director of Administration would subsequently report to the Assistant Deputy Minister/Legislature Librarian, who was named Senior Financial Officer in December.

Ongoing administrative and financial support was provided for the constituency offices throughout the province, the Legislature offices, and the members themselves. This support included ordering furniture, purchasing, equipment rentals, maintaining fixed assets, administering leases and contracts, processing purchase orders and invoices, monthly financial reporting, and preparing and consolidating budget proposals. Transaction volume in these areas increased slightly in 1991 compared to 1990, as shown in the comparative statistics table. The number of invoices coded and data entered would have been higher than in 1990, but in 1991 telephone invoices were grouped by vendor instead of counted individually. "Other requests" and "special requests" were up significantly due to support provided to the Electoral Boundaries Commission and the Constitutional Reform Committee.

The installation of new computer equipment in the branch and in caucus and constituency offices has enabled the staff in these areas to communicate via electronic mail, resulting in improved communication, reduced paper and labour costs, and faster service. Computer enhancements in the purchasing area are expected to help improve reporting and inventory control, and an updated data base has enhanced reporting and control of fixed assets owned and/or maintained by the Legislative Assembly Office. The MLA accounts payable system was updated and continues to provide the monthly members' services allowances reports to monitor expenditure of those funds.

During 1991 General Administration collected $87,654 in subscription fees and other revenue, which was deposited to the province's general revenue account. As well, the branch continued its daily delivery of copies of *Hansard*, Votes and Proceedings, the Order Paper, and Bills to various offices in the Legislature complex during session. It also continued to provide replacement photocopying and facsimile equipment in constituency offices and to administer maintenance for all office equipment and the RITE telephone lines.

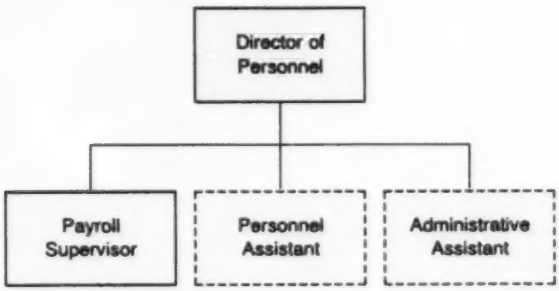
In summary, there were numerous improvements undertaken by the General Administration branch during 1991. The combination of these improvements and the dedication and hard work of the staff has resulted in quality support to the Legislative Assembly, as evidenced in the survey results. The staff continue to be innovative and creative in improving the quality of services provided by General Administration.

Comparative Statistics

	1991	1990
Invoices coded	18,026	20,145
Invoices, data entered	18,026	20,145
Mail processed	26,742	25,518
Department vendors established	892	882
Direct purchase orders issued	333	360
Promotional requests filled	541	612
MLA purchase orders processed	5,300	5,350
Other requests	2,995	2,424
Special requests	224	190
Constituency offices, moved	7	10
Constituency offices, new	0	0
RITE lines installed	0	75

Personnel Services

Director of Personnel
Cheryl Scarlett



During 1991 Personnel Services responded to a high number of requests for assistance in all aspects of personnel administration. As well, the branch continued to address areas where services could be enhanced and dealt with a significant volume of payroll transactions. A major event during the year was the transfer of the Visitor Services branch from the Public Affairs Bureau, which brought with it eight salaried and 25 wage employees.

As in the past, the branch co-ordinated recruitment and staffing activity in the Legislative Assembly Office and continued to work with MLAs, caucus chiefs of staff, and managers to ensure that consistent and fair employment practices were followed. Personnel Services oriented Visitor Services staff to Legislative Assembly personnel standards and practices, and assistance was provided in starting the process of reorganizing the *Hansard* and Visitor Services area to eliminate areas of overlapping responsibility and make the most effective use of staff.

Turnover within the organization was lower in 1991 than in previous years, but manpower planning and classification review continued throughout the year. As well, support in career counseling and improving employee relations increased, and interest in job-related training and development programs was strong.

Workloads in the pay and administration section continued to be heavy. On average the branch submitted 590 documents per month through Treasury's payroll system. Improved tracking and control procedures were implemented to accommodate the high volume of activity and audit documentation requirements. Near the end of the year the branch began to convert to an on-line system whereby information required to generate paycheques would be processed locally rather than by Treasury. As a result of this change, a review of the branch's procedures and internal requirements was initiated to help provide for an effective transition to the new method.

The branch has been administering over 200 individual employment contracts, and staff continued to assist MLAs and managers in the appropriate use of the various types of contracts. As part of the process, Personnel Services continued to monitor and evaluate the program, which offers optional benefit coverage to constituency office employees.

Following the 1989 general election, 21 former members became eligible to participate in the extended benefits option for nonreturning members, and 15 of those were still on the plan in 1991. An improved reporting system was developed and ongoing contact with these former members maintained to ensure that their needs were being addressed.

The number of short- and long-term illness leaves as well as staff injuries increased in 1991, and Personnel Services continued to be active in promoting occupational health and safety. Initiatives in 1991 included a program to increase staff awareness of good office ergonomic practices, a program which was well received by the staff.

Initiatives were taken to ensure better utilization of automation systems within the office. Computer equipment enhanced file and record management, and conversion to the new on-line payroll process was starting to have an impact on office operations.

The Legislative Assembly Office was again involved in employment programs, including the summer temporary employment program (STEP), the employment skills program (ESP), special placements (SP), and the Quebec/Alberta student exchange.

Comparative Statistics

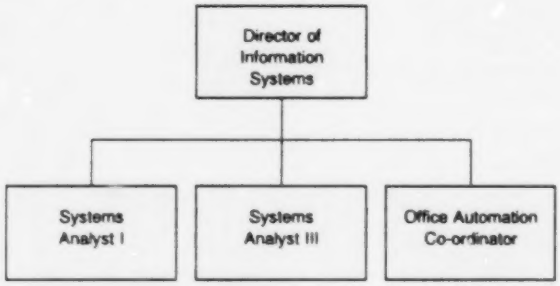
Staff and Position Complement	1991	1990
Staff positions		
Permanent	50	42
Nonpermanent	16	6
Wage	63	51
Total	129	99
MLA positions		
Members	83	83
Office other than member	12	12
Committee membership	218	217
Total	313	312
Employment contracts		
Caucus	71	75
Constituency	115	80
Other	23	19
Total	209	174
Programs		
Priority employment program (PEP)	—	—
Summer temporary employment program (STEP)	67	66
Employment skills program (ESP)	27	21
Quebec/Alberta exchange	3	3
Work experience	—	—
Special placements program	5	1
Total	102	91
Grand total	753	676

Comparative Statistics

Pay and Benefits	1991	1990
Salary system		
Commencements	36	63
Terminations	22	41
Transfers	4	5
Wage system		
Commencements	146	173
Terminations	94	134
Transfers	9	7
Committee payment system		
Claims processed	364	273
Advances processed	62	58
Total	737	754
Total documents processed	7,053	–

Information Systems Services

Director of Information Systems
Bill Gano



Throughout 1991 Information Systems staff were heavily involved in purchasing, installing and maintaining computer terminals, printers and software and in providing training, advice, and other assistance to users. Twenty-eight obsolete workstations at the Legislature were replaced with new technology and 20 workstations were added to the Assembly's microcomputer network, which had its functionality increased in a variety of ways. A significant new development was the installation of a new telephone system for the Legislative Assembly Office, which the Director of Information Systems and the Director of Administration co-ordinated. As well, budgetary priorities were established and long-term plans updated, and branch staff provided to other areas a variety of services related to electronic data processing (EDP) and office automation.

Once the Assembly's 1991-92 budget was approved, the final phase of caucus office automation was undertaken, and hardware and software were acquired for 14 additional workstations. As part of the process, training courses were offered in a variety of locations for constituency and caucus office staff, and Information Systems staff made follow-up visits to provide further training and assistance on site.

In the spring a new two-year master purchase agreement was negotiated with a number of vendors. These negotiations followed extensive testing to ensure that the Assembly was purchasing the most reliable, cost-effective hardware and software. By the end of the year all obsolete hardware had been replaced with microcomputer equipment attached to the local area network, which had grown to include 142 workstations in the Legislature and Legislature Annex buildings. Following installation, training classes were conducted, both in-house and through the private sector, to ensure that staff could use the equipment effectively. Since funds are set aside for continuously phasing in new equipment to replace the old, the whole system is kept up to date, and maintenance costs have continued to decrease as well.

The Director of Information Systems and the Director of Administration collaborated in planning and implementing a new telephone system for the noncaucus areas of the Legislative Assembly Office. Prior to its installation, there were different types of telephone technology in different branches. The new system enables staff to make intercom calls to any other telephone in the Speaker's office, the Legislature Library, Visitor Services, or on the eighth or ninth floors of the Legislature Annex. It uses up-to-date technology and provides significantly more flexibility, including the ability to have calls transfer automatically to another telephone if there is no answer after three rings. Several new telephone numbers were added to enable callers to contact individuals and whole branches which could previously only be reached through a central number. Following installation, the Director of Information Systems was given responsibility for ongoing technical support and enhancements to the system.

The EDP management committee, which was formed in 1990, continues to meet on a regular basis. Chaired by the Director of Information Systems, its purpose is to advise the

Legislative Assembly Office on the management of existing EDP resources and future requirements. The committee has representation from each caucus and all noncaucus areas.

The long-term EDP strategic plan continued to be updated. This document provides overall direction for implementing, enhancing, supporting and maintaining hardware and software in the Legislative Assembly. The plan also addresses issues related to financing EDP projects and training staff affected by the introduction of new technologies.

Three major enhancements made to the Assembly's EDP capabilities in 1991 were an improved mailing list system, an improved spreadsheet, and a subscription system. The first enabled the caucus offices to manage their mailing lists better and handle correspondence more efficiently. The second provided the ability to formulate and present columnar data and charts more quickly and easily, while the third allowed *Hansard* to manage subscriptions to Assembly publications more effectively.

The branch also initiated a study of scanner technology to determine its suitability for the Legislative Assembly Office. Upon completion of the study, branch staff designed a system which provides the capability to import hard copy documents which are routinely received from the federal government. A scanner is now in place in the Information Systems office for staff from any branch of the Assembly to use for importing text or images into the network.

Comparative Statistics

	1991	1990
Remote workstations in place	79	77
Local workstations in place	142	130
Obsolete workstations replaced	28	29
Person-days of training	102	355

Special Events

Installation of the new Lieutenant Governor, His Honour the Honourable T. Gordon Towers

On March 11, 1991, T. Gordon Towers was sworn in as the 13th Lieutenant Governor of Alberta in a ceremony conducted in the Legislative Assembly Chamber. Speaker David J. Carter led the opening prayer, and Members of the Legislative Assembly and special guests were in attendance.

Portrait of Her Honour the Honourable W. Helen Hunley Unveiled

The official portrait of Her Honour the Honourable W. Helen Hunley, Alberta's 12th Lieutenant Governor, was unveiled on April 26. In attendance were Her Honour and several guests and Members of the Legislative Assembly. Speaker David J. Carter presided.

Dedication of Korean War Veterans' Memorial

All Members of the Legislative Assembly were invited to attend the dedication of a memorial to Korean war veterans on June 23. Speaker David J. Carter acted as padre for the ceremony, which took place on the Legislature Grounds west of the building. Among those in attendance were Hon. John A. Gogo, Minister of Advanced Education; Doug Cherry, Member for Lloydminster; and Oscar Lacombe, Sergeant-at-Arms, all of whom are veterans of the Korean war.

Hansard Association of Canada Annual Conference

See Public Education and Reporting Services on page 17 of this report for details.

Christmas at the Legislature

On December 1 Speaker David J. Carter hosted an ecumenical Christmas service at the Legislature, after which the Christmas lights on the Grounds were formally turned on for the season.

Nearly 6,000 visitors participated in this annual celebration, which in 1991 was co-hosted by the Edmonton Symphony Orchestra in commemoration of the 200th anniversary of the birth of composer Wolfgang Amadeus Mozart.

Participants in the ecumenical service included Grant MacEwan, former Lieutenant Governor, Premier Don R. Getty and Darin Getty; Ray Martin (Leader of the Official Opposition), representing the Official Opposition; Mrs. Mariyam Dhalla from Building Services, and Miss Angie Dipanfilo representing youth.

Other events included a carillon recital, orchestral and choral music, skating, and ice sculpting. The grand finale consisted of the Premier's officially turning on the Christmas lights, followed by a fireworks display.

Former Members of the Legislative Assembly

The office of the Speaker continued to maintain contact with former Members of the Legislative Assembly. In 1991, 38 former members paid a visit to the Legislature. As well, former members were invited to attend the sixth annual Speaker's Cup golf tournament on September 6.

General mailings kept former members abreast of important events in connection with the Legislative Assembly. In addition, they received Christmas cards and were notified of the deaths of former colleagues.

Obituaries

On January 22, 1991, **Mr. Edward P. Benoit**, a former Social Credit Member for Okotoks-High River and Highwood constituencies, passed away. Mr. Benoit was first elected to the Legislative Assembly in 1963 and was re-elected in 1967 and 1971.

Mr. Charles D. Drain passed away on January 27, 1991. Mr. Drain was first elected in the constituency of Pincher Creek-Crowsnest in 1967 and served as a Social Credit Member of the Legislative Assembly until 1975.

Mr. Glen F. Johnston, a former Social Credit Member for Ponoka, passed away on July 9, 1991. Mr. Johnston was first elected in 1952 and re-elected in 1955, 1959, and 1963.

A former Social Credit member for the constituencies of Beaver River and Lac La Biche, **Mr. Harry Lobay**, passed away on June 17, 1991. Mr. Lobay was elected to the Beaver River constituency in 1948 and subsequently elected to serve the Lac La Biche constituency in 1952.

Mr. John H. McLaughlin passed away on December 8, 1991. A member of the Liberal Party, he was elected by the Stony Plain constituency in 1955.

On October 3, 1991, **Mr. Charles Stewart**, a former Progressive Conservative Member of the Legislative Assembly, passed away. He was elected by the Wainwright constituency in 1975 and re-elected in 1979.

Interparliamentary Relations

Speaker David J. Carter, Deputy Speaker Stan Schumacher, Deputy Chairman of Committees Halvar C. Jonson, and staff of the Legislative Assembly Office are involved in ongoing liaison with members and staff of other parliaments and with other representatives of foreign countries. In 1991 they hosted the following visitors and events.

March 1	His Excellency Dr. J. Bernard Yankey, High Commissioner for the Organization of Eastern Caribbean States
March 4	Ontario Legislative Interns
March 12	Forum for Young Albertans
March 15	Reception for MLA spouses and guests
April 8	Baron van Aerssen, Consul General of Netherlands
April 22	Mr. Guisseppe Filippo Imbalzano, Vice-Consul of Italy
May 6	Mr. Fernando Cousino, Consul General of Chile
May 6	Edmonton Consular Corps
May 9	Forum for Young Albertans
May 13	His Excellency Dr. Assam Jaber, Ambassador of Lebanon
June 19	1991 Commonwealth Parliamentary Association bursary award winner (essay) presentation
June 19	Alberta Legislative Interns
June 24	His Excellency Itzhak Shelef, Ambassador of Israel
June 24	Mr. Robert Kott, Consul General of the United States
July 22	His Excellency Girish Narain Mehra, High Commissioner of India
August 21 to 23	Hansard Association of Canada conference and Canadian Legislature Recording and Broadcasting Association annual meeting (see page 17 of this report)
September 5	International Assembly of French Parliamentarians, Heritage Park, Calgary
November 1	His Excellency Dr. Mohamed Saed Ali, Ambassador of the Republic of Yemen

Participation in National and International Organizations

January 18 to 20, Eighth Canadian Conference of Presiding Officers. Attended by Speaker David J. Carter, Deputy Speaker Stan Schumacher, Deputy Chairman of Committees Halvar C. Jonson, and David McNeil, Clerk.

February 26 to 28, visit to Washington State Senate and House of Representatives, where Speaker David J. Carter addressed both Houses on proposed regional co-operation. Also attended by Oscar Lacombe, Sergeant-at-Arms; and Robert Day, Executive Assistant to the Speaker.

May 2 to 5, Alberta Library Conference. Attended by Lorne R. Buhr, Manager, Information and Reference Services.

May 22 to 26, Seventh Biennial Conference of Australasian Public Accounts Committees. Attended by John Drobot, Member for St. Paul; Barry Pashak, Member for Calgary-Forest Lawn; Thomas Sigurdson, Member for Edmonton-Belmont; and Tom G. Thurber, Member for Drayton Valley.

May 23 to 26, Alberta Association of Library Technicians Conference. Attended by Bertha A. Sears, Senior Documents Library Technician; Judith Benson, Documents Library Technician; Jo-An Christiansen, Interlibrary Loan Library Technician; Lynda J. Shurko, Serials Library Technician; and Linda J. Stein, Technical Services Library Technician.

June 1, Annual Meeting of the Association of Parliamentary Librarians in Canada. Attended by D. Blake McDougall, ADM/Legislature Librarian.

June 5 to 9, Second annual Visitor Services National Conference. Attended by Maryanne Gibson, Manager of Visitor Services.

June 6 to 9, Canadian Parliamentary Association, Canadian Regional Council. Attended by Speaker David J. Carter and David McNeil, Clerk.

July 8 to 12, 13th Atlantic Parliamentary Conference. Attended by Speaker David J. Carter.

August 6 to 8, Association of Clerks-at-the-Table in Canada annual professional development seminar. Attended by David McNeil, Clerk; and Karen South, Clerk Assistant and Clerk of Committees.

August 10 to 14, Canadian Parliamentary Association, 31st Canadian Regional Conference. Attended by Speaker David J. Carter; Deputy Speaker Stan Schumacher; Doug Cherry, Member for Lloydminster; Gordon Shrake, Member for Calgary-Millican; Percy Wickman, Member for Edmonton-Whitemud; David McNeil, Clerk; and Robert Day, Executive Assistant to the Speaker.

August 11 to 13, Annual Meeting of the Canadian Council of Public Accounts Committees. Attended by Gerry Gibeault, Member for Edmonton-Mill Woods; Ron A. Moore, Member for Lacombe; and Corinne Dacyshyn, Administrative Assistant to the Standing Committee on Public Accounts.

August 11 to 13, Conference of Legislative Auditors. Attended by Robert J. Bogle, Member for Taber-Warner; and Alan W. Hyland, Member for Cypress-Redcliff.

August 14 to 16, Canadian Association of Sergeants-at-Arms conference. Attended by Oscar Lacombe, Sergeant-at-Arms.

August 21 to 23, Hansard Association of Canada annual conference and Canadian Legislature Recording and Broadcasting Association annual meeting. (See page 17 of this report.)

September 10 to 12, Centre for Legislative Exchange Seminar. Attended by C. Robert Elliott, Member for Grande Prairie; and Walter Paszkowski, Member for Smoky River.

September 10 to 15, Canadian Ombudsman Conference. Attended by John Drobot, Member for St. Paul; and Derek Fox, Member for Vegreville.

September 20 to 25, Council on Governmental Ethics Laws Conference. Attended by Jack Ady, Member for Cardston; and Don Tannas, Member for Highwood.

September 20 to October 3, 37th Commonwealth Parliamentary Association Conference. Attended by Speaker David J. Carter and Robert J. Bogle, Member for Taber-Warner.

September 26 to October 4, National Legislative Services and Security Association seminar. Attended by Oscar Lacombe, Sergeant-at-Arms. (See page 14 of this report.)

November 14 to 18, Commonwealth Parliamentary Association, 16th Canadian Regional Seminar. Attended by Speaker David J. Carter; Tom G. Thurber, Member for Drayton Valley; Gary Severtson, Member for Innisfail; and Robert Day, Executive Assistant to the Speaker.

November 16 to 20, Canadian Comprehensive Auditing Foundation conference. Attended by Derek Fox, Member for Vegreville; and Louise Kamuchik, Administrative Assistant to the Standing Committee on Legislative Offices.

Summary of Budget Estimates by Account
Legislative Assembly Office

Code	Description	1991-92	1990-91
	Salaries, Wages & Employee Benefits		
711A00	Salaries – Permanent	$1,744,975	$1,599,796
711B00	Salaries – Nonpermanent	456,924	173,688
711C00	Wages	768,233	2,011,030
711D00	Contract Employees	3,672,814	1,741,526
711E00	Employer Contributions	912,485	588,403
711F00	Allowances & Benefits	72,950	48,995
Subtotal		**$7,628,381**	**$6,163,438**
	Supplies & Services		
712A00	Travel Expenses	1,718,096	1,401,310
712C00	Advertising	229,500	149,500
712D00	Insurance	3,600	4,000
712E00	Freight & Postage	608,866	563,807
712G00	Rental of Property, Equipment & Goods	833,580	770,637
712H00	Telephone & Communications	416,750	362,298
712J00	Repair & Maintenance of Equipment	102,990	127,296
712K00	Professional, Technical & Labour Services	1,905,618	2,665,649
712L00	Data Processing Services	98,475	68,975
712M00	Hosting	78,988	96,924
712N00	Other Purchased Services	42,940	38,650
712P00	Other Materials & Supplies	1,065,310	753,153
Subtotal		**$7,104,713**	**$7,002,199**
	Other Grants		
713X00	General	3,200	3,200
Subtotal		**$3,200**	**$3,200**
	Payments to Members of the Legislative Assembly		
715A00	Payments to MLAs	7,244,528	7,109,114
	Re-establishment Allowance	–	–
Subtotal		**$7,244,528**	**$7,109,114**
	Purchase of Fixed Assets		
724C00	Data Processing Equipment & Software	197,325	478,830
724D00	Purchase of Audiovisual Equipment	–	2,000
724F00	Office Equipment	168,570	69,000
Subtotal		**$365,895**	**$549,830**
Total		**$22,346,717**	**$20,827,781**

Public Education Materials

The Legislative Assembly Office has 15 fact sheets and five videos covering a variety of subjects related to the work of the Assembly. Titles are listed below.

Fact Sheets

1. How the Assembly Works
2. The Parliamentary System in Alberta
3. Putting Your Tax Dollars to Work
4. Making Alberta's Laws
5. You and Your MLA
6. The Legislative Assembly Office (LAO)
7. It's all in *Hansard*
8. Symbols and Traditions: The Emblems of Alberta
9. Two Styles of Governing: Provincial and State Legislatures
10. The Legislature Building
11. The Mace
12. The Speaker
13. Parliamentary Procedure
14. Executive Council
15. The Constituencies

Videos

Your Legislative Assembly at Work
Votre assemblée au travail
From Lip to Script: The Making of Alberta Hansard
The Legislature Building: Alberta's Story
l'Edifice du Parlement: l'Histoire de l'Alberta

Video screenings and free tours of the Legislature Building, Government Centre Pedway, and Government House are available through:

Visitor Services
414 Legislature Building
Edmonton, Alberta
T5K 2B6
(403) 427-7362

For complimentary copies of the fact sheets or other information about the Legislative Assembly, call our public information number at (403) 427-2826.